

Position: Auditor (Entry-Level)

Opening Date: January 16, 2018

Announcement: CR 18-12

Closing Date: February 16, 2018

Company: Tennessee Valley Authority, Office of the Inspector General

Department: Contract Audits

Work Location: Knoxville, Tennessee

Salary: \$45,000+

Number of Available Positions: Two

Named one of the "Best Places to Work" in the federal government in 2015 and 2016 by the Partnership for Public Service, the TVA Office of the Inspector General is a federally-mandated oversight organization charged with preventing and detecting fraud, waste, and abuse and fostering efficient and effective operations within the Tennessee Valley Authority. TVA is the largest government-owned electric utility in the United States, providing electricity to 9 million people in 7 states.

Contract Audits is part of the Audits and Evaluations organization within the Office of the Inspector General. Contract Audits has lead responsibility for contract compliance and preaward reviews. In addition, this team performs reviews of TVA contracting processes and provides claims assistance as well as litigation support.

Principal Accountabilities:

1. Performs routine reviews supporting TVA's management in negotiating procurement actions and ensuring contractor compliance with existing contracts.
2. Performs data collection and analysis of records and prepares written summaries of work performed and conclusions made.
3. Assists team leaders in conducting entrance conferences, exit conferences, and interviews. Assists in the taking of discussion notes and as directed, develops meeting write-ups and summaries that are clear, concise, and grammatically correct.
4. Assists in the preparation of clear, concise reports for reviews that are well-supported and comply with office policy on report formats.
5. Develops an understanding of the OIG's mission, vision, and values; responsible for learning the standard operating policies and procedures of the OIG.
6. Responsible for learning about TVA programs and operations and their major management systems.
7. Performs other duties as assigned.

Minimum Requirements:

- Bachelor's degree from an accredited college/university in Accounting.
- Familiarity with computer-assisted audit and sampling techniques.
- Proficient with spreadsheet, data base, and presentation software.
- Ability to communicate effectively both orally and in writing.
- Excellent analytical and organizational skills
- A willingness to learn and apply knowledge and skills in new areas.
- Integrity, self-motivation, and initiative.

How to Apply:

By Friday, February 16th, submit electronically a cover letter and resume to: oigcareers@tvaorg.gov. Announcement number should be included in the subject line of your email. Also, please note the source where you found the vacancy announcement.

For more information about our office, please see our Web site at <http://oig.tva.gov>. For more information about TVA, please see their Web site at <http://www.tva.gov>.